Digital Evidence
Creating/Associating Bundles and Sections

A Clerk/Court User may occasionally need to create a new bundle and/or section(s), to provide a space for exhibits to be to uploaded/managed. Section(s) must be associated to a Bundle, and users must be provided with the ability to manage and access exhibits.

When only needing to create a new section and associate it to an existing bundle, skip to step 2. *E.g., only two sections for the parties were included in the template, and a section needs to be added for an additional attorney that was appointed and will be submitting exhibits.*

For appeals, do NOT follow this process. View the **How to Prepare Digital Evidence for an Appeals Court** document available at: https://www.azcourts.gov/digitalevidence/Clerk-and-Court-Staff.

To create a Jury Bundle, do NOT follow this process. View the **How to Create a Jury Bundle** document available at: https://www.azcourts.gov/digitalevidence/Clerk-and-Court-Staff.

1. **Create a Bundle**

   a. Select **Bundles tab** > Select **Create New Bundle**
      Note: Review Existing Index Numbers to Determine Appropriate Number for New Bundle
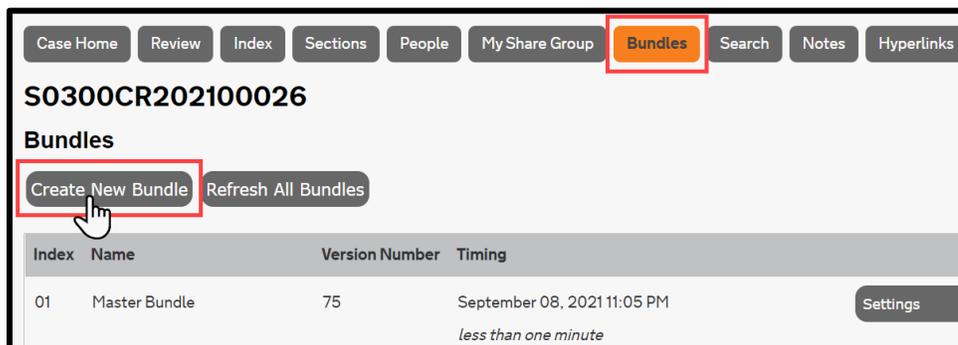
   i. Enter **Index Number and Name** > Select **Save**

**2. Create Section(s)**

    a. Select **Sections tab** > Select **Create New Section**
        Note: *The Create New Section button is only visible when the Master Bundle is selected*
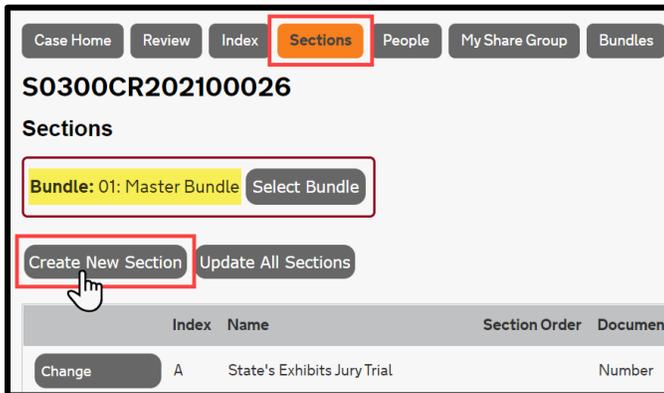

      i. Enter **Section Letter** and **Section Title** > Select **Create**

    b. **Repeat this step** until all needed Sections are created

3. Associate Section(s) to a Bundle

    a. Select **Bundles tab** > Select **Sections** for the appropriate Bundle
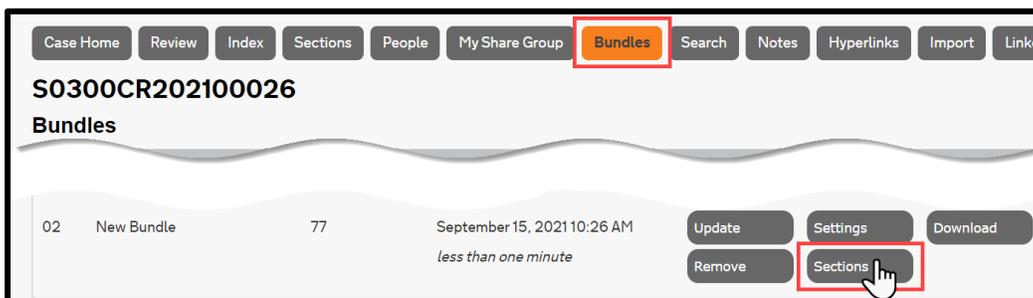
i. Select **Add** to associate the Section(s) to the Bundle
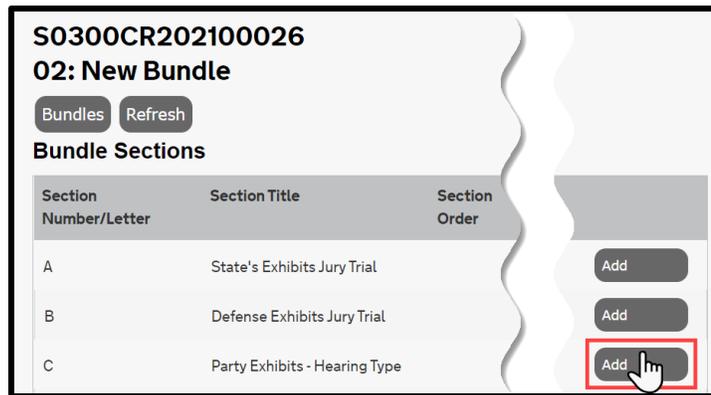
A. *The added section(s) will appear at the bottom of list, and Exclude Documents by Default will be selected*

B. Select **Allow Document Upload & Delete** and **Include Documents by Default** > *changes will be automatically saved*

1. **Allow Document Upload & Delete:** allows users to add/remove exhibits

    a. *If this is NOT selected, users will not be able to add/remove their exhibits*

2. **Include Documents by Default:** makes the uploaded exhibits visible during review evidence mode

    a. *If this is NOT selected, the exhibits won't be visible during review evidence mode*

ii. **Repeat this step for all Sections that need to be associated to the Bundle**